

U.S. ARMY MEDICAL COMMAND LIBRARY ANNUAL REPORT FY _____ For use of this form, see AR 40-3; the proponent agency is the OTSG						REQUIREMENT CONTROL SYMBOL MED-402	
SECTION I - LIBRARY PROFILE							
1. DOD ACTIVITY ADDRESS CODE (DODAAC)			2. LIBRARY STANDARD ADDRESS NUMBER		3. LIBRARY PROPERTY ACCOUNT NUMBER		
4. LIBRARY TYPE (A - Academic/School; C - Consolidated; M - Medical/ Health Sciences/Research; T - Technical/Special; G - General/Post)				5. LIBRARY NAME/ADDRESS			
6. TELEPHONE DSN: _____ COMMERCIAL: _____				7. FAX DSN: _____ COMMERCIAL: _____			
8. INTERNET ADDRESSES OF STAFF							
9. LIBRARY STAFF: ENTER NUMBER, GS-SERIES (1410, 1411, 1412, ETC.) AND RATING FOR THE FOLLOWING CATEGORIES AT CLOSE OF THE FY (Example: 2 GS-1410-11).							
a. FULL-TIME EQUIVALENT EMPLOYEES (FTE)			b. PART-TIME EMPLOYEES		c. ASSIGNED MILITARY		
d. OTHER (Specify Contract, NAF, etc.)				e. VACANT POSITIONS (Specify FTE or Part-Time)			
10.	SERVICE UNITS/FACILITIES	NUMBER	NUMBER OF HOURS OPEN WEEKLY (Staffed)	TOTAL ATTENDANCE ANNUALLY	NET AREA IN SQ. FT. ASSIGNED TO LIBRARY	TOTAL LINEAR FT. OF SHELVING COLLECTION	SEATING CAPACITY
a.	MAIN LIBRARIES						
b.	BRANCH LIBRARIES						
c. LIST LIBRARY HOURS (Indicate Customer Hours and Non-Customer Hours Per Week)			d. AFTER HOURS ACCESS (If Yes, How?) <input type="checkbox"/> YES <input type="checkbox"/> NO				
e. ACCREDITATION OF LIBRARY OR PARENT ORGANIZATION (Name of Accrediting Body) <input type="checkbox"/> YES <input type="checkbox"/> NO							
SECTION II - COLLECTION AND EXPENDITURES							
11.	NUMBER OF VOLUMES			COLLECTION		NUMBER	
	PRINT	MICROFORM	ELECTRONIC	c. CURRENT SUBSCRIPTIONS PURCHASED FOR THE LIBRARY			
a. SHELFLISTED BOOKS				d. CURRENT SUBSCRIPTIONS PURCHASED FOR OFFICES THROUGH THE LIBRARY (If applicable)			
				e. BOOKS PURCHASED IN FY			
				f. TECHNICAL REPORTS			
b. PERIODICAL HOLDINGS				g. OTHER MATERIALS			
				h. AUDIOVISUAL (AV) MATERIALS			

12. NUMBER OF ACTIVE INDEFINITE LOAN COLLECTIONS	a. ITEMS ON LOAN	b. BOOKS PURCHASED IN FY	
SECTION III - LOAN TRANSACTIONS, SERVICES, AND NETWORK PARTICIPATION			
13. BUDGET EXPENDITURES	AMOUNT	BUDGET EXPENDITURES	AMOUNT
a. BOOKS		h. PRESERVATION/BINDING	
		i. FURNISHINGS, EQUIPMENT	
b. PERIODICALS		j. COMPUTER HARDWARE, SOFTWARE, SUPPLIES	
		k. BIBLIOGRAPHIC UTILITIES, NETWORKS, CONSORTIA	
c. COMMERCIAL ELECTRONIC MEDIA (Do not include hardware)		l. CONTRACT COSTS	
		m. CIVILIAN SALARIES (Include Benefits)	
d. MICROFORM MATERIALS		n. CONTRACT EMPLOYEE SALARIES	
		o. TRAINING COSTS	
e. AUDIOVISUALS		p. OTHER	
f. OTHER			
g. TOTAL (a. - f.)		q. TOTAL (h. - p.)	
14. NUMBER OF TRANSACTIONS MADE IN DIRECT CIRCULATION AND RESHELVING OF MATERIALS FOR THE FY			
		15. INTERLIBRARY LOANS (ILL)	
		a. NUMBER BORROWED IN FY	b. NUMBER LOANED IN FY
16. LIST ILL SYSTEMS/DOCUMENT DELIVERY SERVICES USED			
17a. TABLES OF CONTENTS SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO			
17b. NUMBER DISTRIBUTED		18a. SELECTIVE DISSEMINATION OF INFORMATION SERVICES <input type="checkbox"/> YES <input type="checkbox"/> NO	
18b. NUMBER OF PROFILES MAINTAINED			
19. OUTREACH SERVICES (Clinical Medical Librarianship/LATCH, Regional Services, etc.) EXPLAIN.			
20. NUMBER OF LIBRARY USE ORIENTATIONS/LIBRARY INSTRUCTION		21. OTHER SERVICE ACTIVITIES (Specify)	
22. NUMBER OF REFERENCE TRANSACTIONS		23. HAS A LIBRARY NEEDS ASSESSMENT OR CUSTOMER SURVEY BEEN DONE IN THE LAST 3 YEARS? (Attach a copy of the Survey to this Report) <input type="checkbox"/> YES <input type="checkbox"/> NO	
24. IDENTIFY NETWORKS/COOPERATIVE ARRANGEMENTS/CONSORTIA YOU ACTIVELY USE (Local/State/Regional/Federal)			
SECTION IV - ONLINE SERVICES/AUTOMATION			
25. LIST DATABASES (Bibliographic and Full-Text) AVAILABLE FOR USE BY THE LIBRARY'S CLIENTELE			
26. IDENTIFY DATABASE SYSTEMS AVAILABLE THROUGH THE LIBRARIAN (Staff-Mediated Searching)			
27. NUMBER OF STAFF-MEDIATED SEARCHES FOR THE LIBRARY'S CLIENTELE			
a. ONLINE SEARCHES	b. CD-ROM SEARCHES	c. OPAC AND OTHER IN-HOUSE DATABASE SEARCHES	
28. NUMBER OF SEARCHES BY LIBRARY'S CLIENTELE (If available)			
a. ONLINE SEARCHES	b. CD-ROM SEARCHES	c. OPAC AND OTHER IN-HOUSE DATABASE SEARCHES	
29. ARE DATABASES NETWORKED FOR SIMULTANEOUS ACCESS BY MULTIPLE USERS? <input type="checkbox"/> YES <input type="checkbox"/> NO		30. CAN THE NETWORK BE ACCESSED FROM OUTSIDE THE INSTITUTION? <input type="checkbox"/> YES <input type="checkbox"/> NO	

31. LIST EXPERT KNOWLEDGE SYSTEMS AVAILABLE *(Decision Support Software)*

32. NAME OF INTEGRATED LIBRARY SYSTEM *(ILS)*

33. IS ILS ACCESSIBLE FROM REMOTE LOCATIONS?

☐ YES ☐ NO

34. ILS MODULES USED

☐ ACQUISITIONS

☐ AUTHORITY CONTROL

☐ CIRCULATION

☐ INTERLIBRARY LOAN

☐ ONLINE PUBLIC ACCESS CATALOG *(OPAC)*

☐ SERIALS CONTROL

☐ OTHER *(Specify)*

35. ADP EQUIPMENT

a. NUMBER OF FILESERVERS LOCATED IN THE LIBRARY

b. NUMBER OF MICROCOMPUTERS/WORKSTATIONS

c. NUMBER OF TERMINALS

d. NUMBER OF PRINTERS

e. OTHER *(Specify)*

36. NUMBER OF PHOTOCOPIERS IN LIBRARY

37. NUMBER OF FAX MACHINES IN LIBRARY

38. NUMBER OF MICROGRAPHIC EQUIPMENT
(Readers/Printers)

SECTION V - NARRATIVE

39. NARRATIVE

40. ANNUAL REPORT PREPARED BY *(Name/Series-Grade or Rank)*

41. DATE